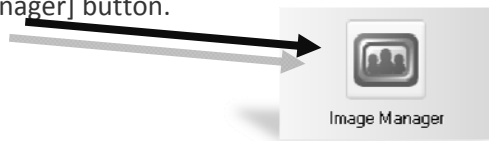


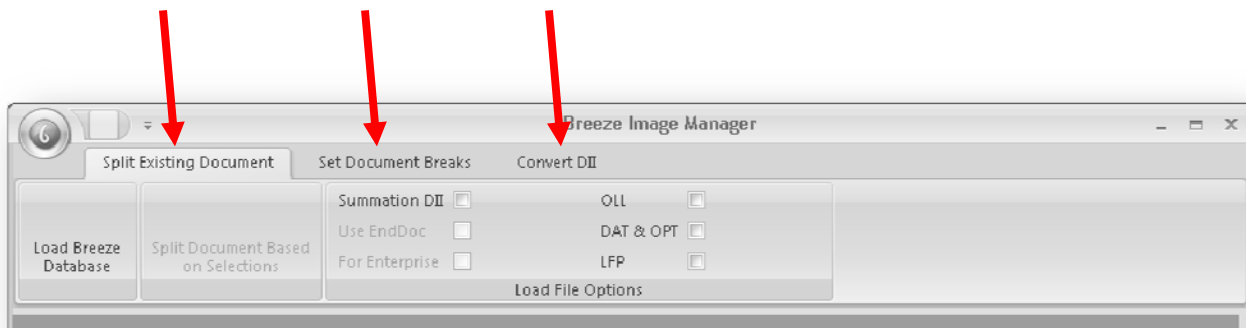
Image Manager

Use the Breeze Image Manager to reset document breaks, create new load files and create a new breeze file from a .DII volume.

To begin, click on the [Image Manager] button.



The Breeze Image Manager will open in a new window. There are three tabs to choose from (1) Split Existing Document, (2) Set Document Breaks, and (3) Convert DII. For explanations of each processing tab, see each section below.

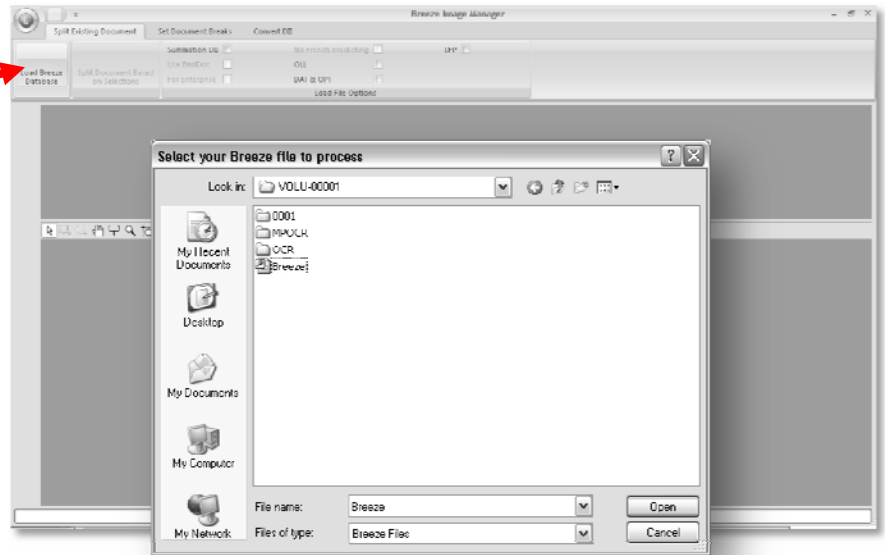


Split Existing Documents

Use the *Split Existing Document* option to load the breeze file images in document groups. Documents can be split or grouped by simply using the spacebar. New load files are generated by the click of the mouse.

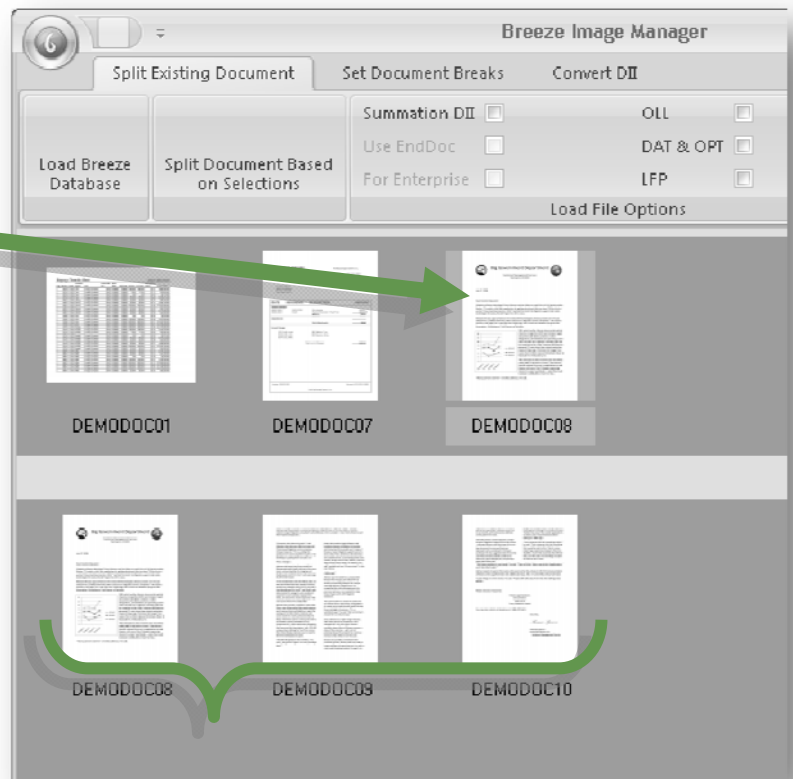
Load Breeze Database

- (1) Click on the [Load Breeze Database]
- (2) Browse and select the Breeze.mdb file you wish to load and click [Open].
- (3) The status bar on the bottom will show the loading progress. After the database is loaded, you will receive a message stating "Image Load Completed."



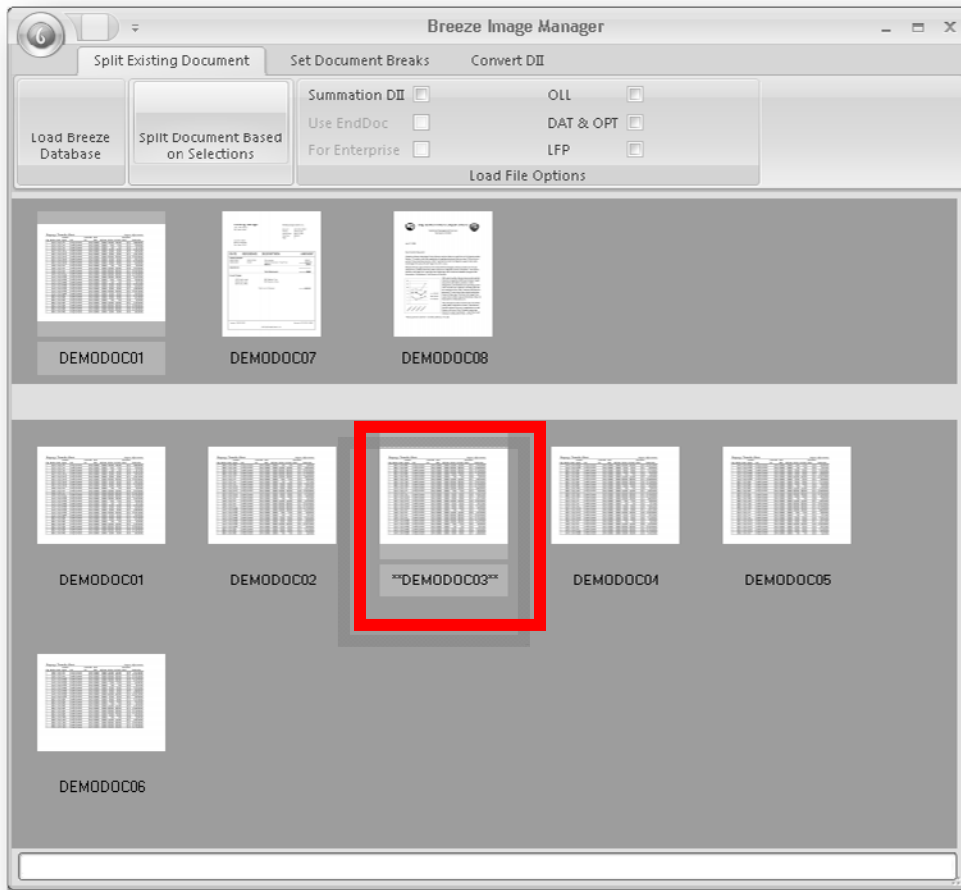
What I'm Seeing

- (1) The page and document name is shown under each image.
- (2) The first page of each document is shown in the top view. DemoDoc08 is selected.
- (3) All pages of the selected document are shown in the lower view. The page range for the selected document is DemoDoc08-DemoDoc10.

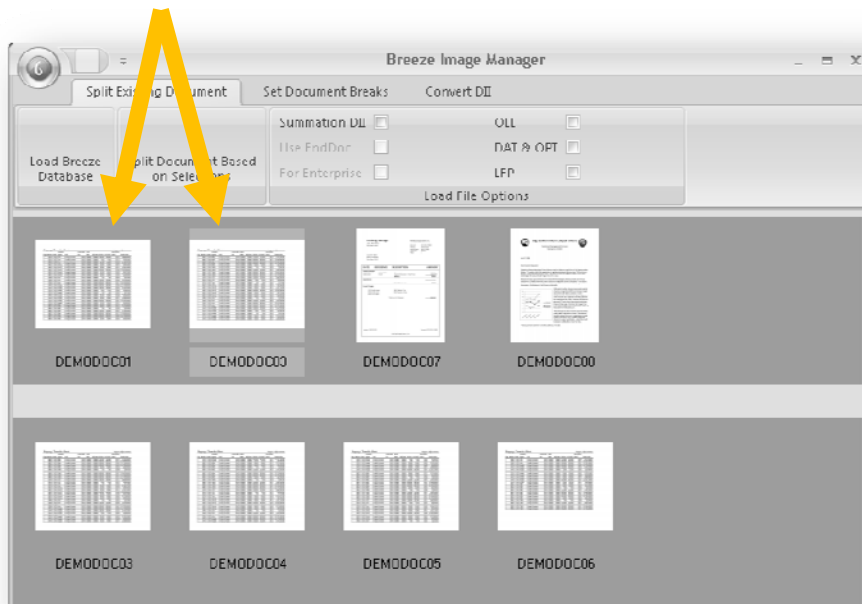


Split a Document

- (1) Select the page(s) where you would like to separate the document by clicking the page and hitting [Spacebar]. The example shows page DemoDoc03 has been selected.
- (2) Once your selection is made, click the [Split Document Based on Selections] button.

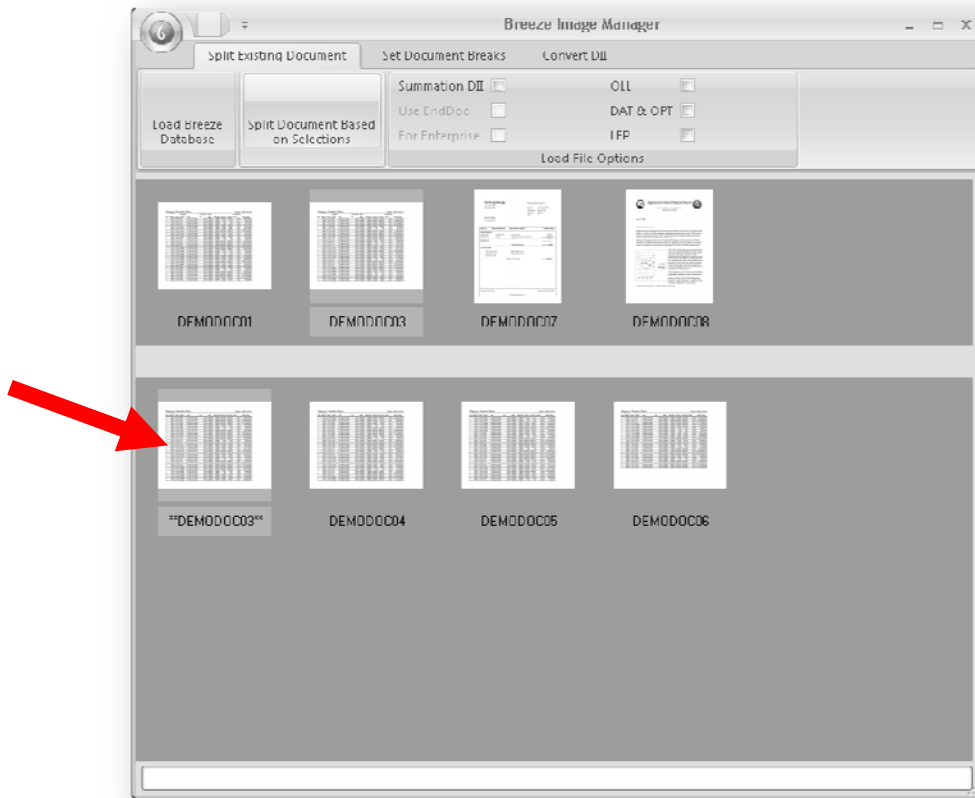


(1) The new document(s) will appear in the top view. (As Shown)

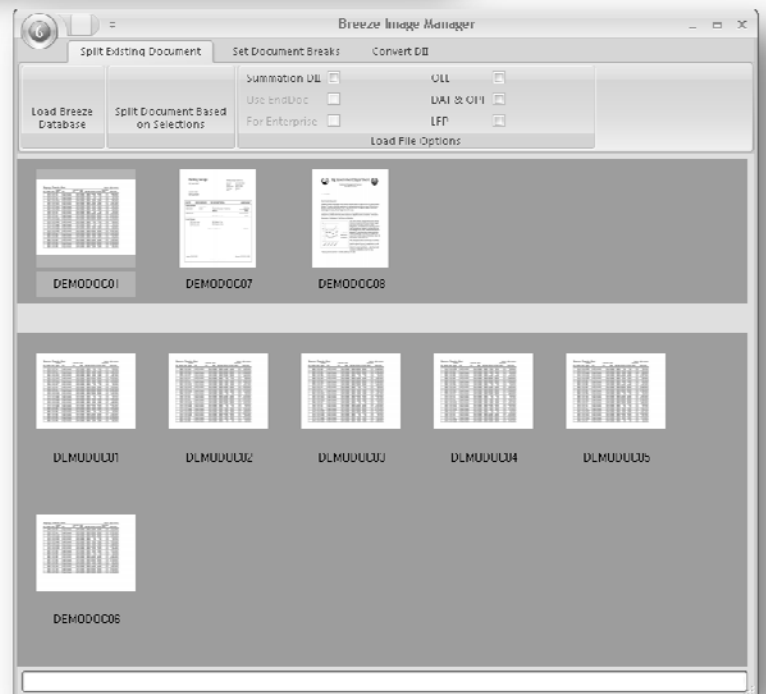


Group Documents

- (1) To group documents DemoDoc01 and DemoDoc03, click on the first page of DemoDoc03 (the second document) and hit [Spacebar].
- (2) Click the [Split Documents Based on Selections] button.

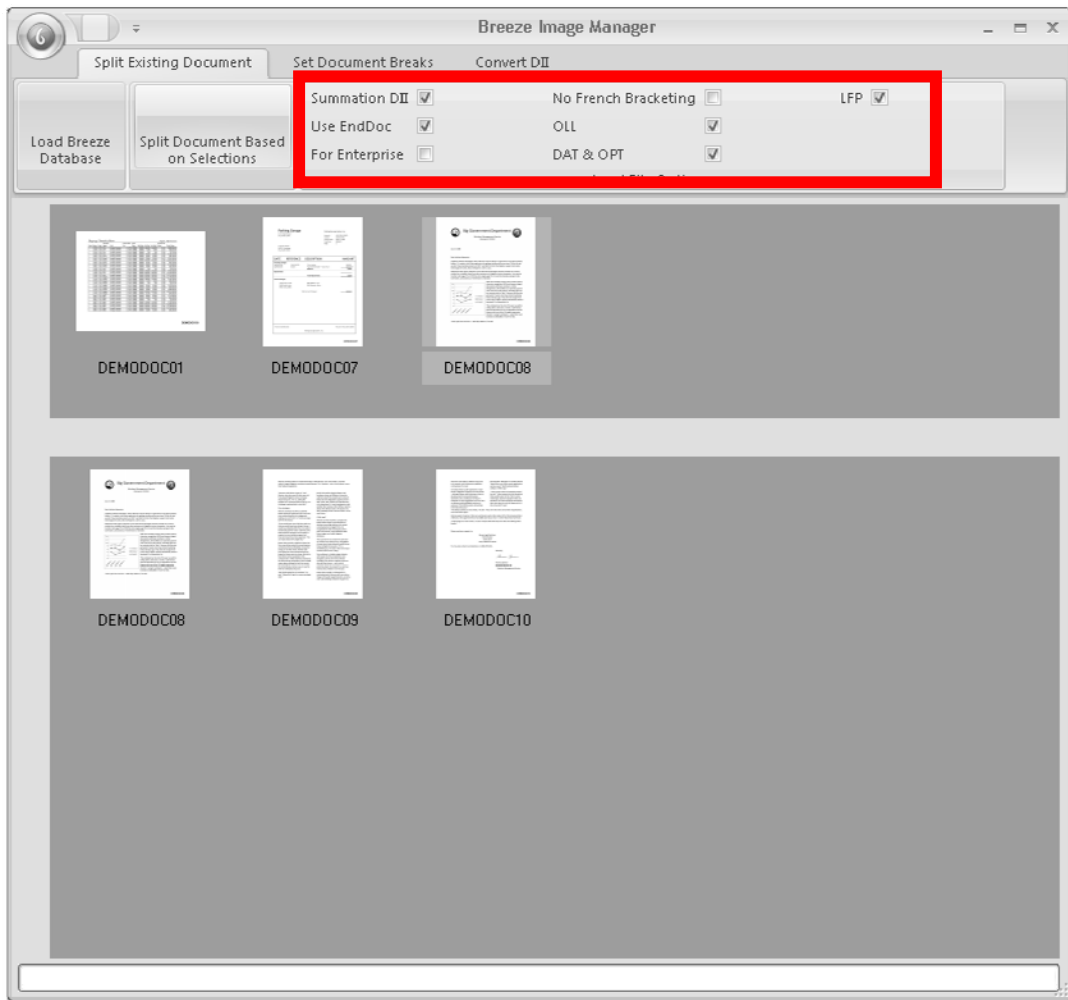


- (3) The two documents DemoDoc01 and DemoDoc03 are now merged into one document. (As Shown)



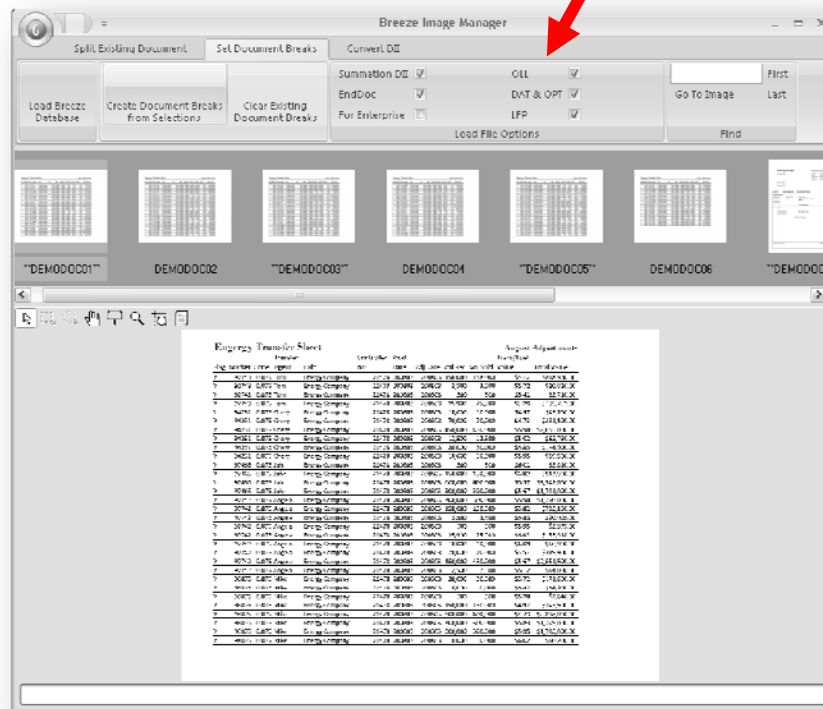
Create New Load Files

- (1) After you have made all of the document changes, check mark the load file(s) you wish to create.
- (2) Click [Split Document Based on Selections].
- (3) Your updated or newly created load files now reside in your image volume.



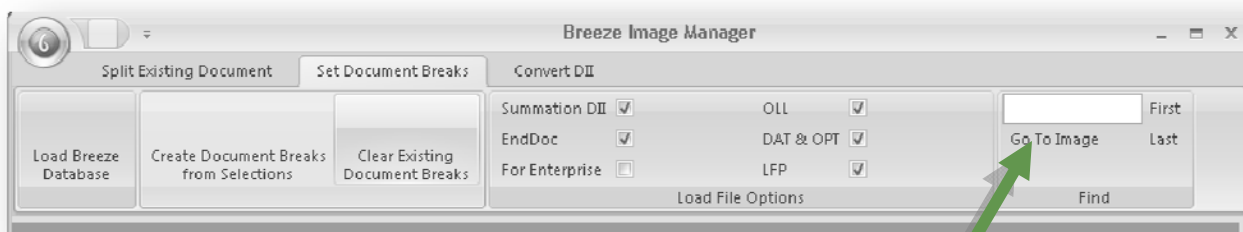
Set New Document Breaks

- (1) Using the arrow keys, you are able to navigate from one page to the next. Once you reach a page which should be the beginning of a new document, hit [Spacebar].
- (2) The page name will now have “**” on both sides of the page name.
- (3) After you have marked all of the new document breaks, select the load files you wish to create and click [Create Document Breaks from Selections].



Clear Existing Document Breaks

Use the [Clear Existing Document Breaks] button to clear all document breaks for the current Breeze database. After all of the document breaks are cleared, each page will then exist as its own document in the Breeze database. This process can NOT be undone.



Find

Type in a Bates number or a partial bates number in the box and click [Go To Image] to find the page. You can also click on [First] or [Last] to skip to the first or last page in the Breeze database.

Convert DII

Users can Convert an Existing .DII Load File to a Breeze Database. The New Breeze Database Can Then Be Loaded Into Split Existing Document or Set Document Breaks.

Open DII Volume

- (1) Click [Convert DII to Breeze] button.
- (2) Browse to the .DII load file and select [Open].
- (3) Select the Directory Which Contains the .DII Volume (One Folder Level Above the Folder Which Contains the .DII Volume) and click [OK].

